

UNITED STATES GOVERNMENT

Approved For Release 2002/08/28 : CIA-RDP78-00300R000100010033-5

Memorandum

TO : Chief / Staff Personnel Division DATE: 30 June 1975

FROM : Chief / Correspondence and Applicant Records Branch

SUBJECT: Destruction activities for Calender Year 1973

- 8. Chrono File - During 1973 we destroyed about 32,239 copies of our outgoing letters.
- 9. Card Control File - During 1973 we destroyed 21,450 of these cards.
- 10. Dura Machine Tapes - No figures on this as tape destruction is spotty and only done when another tape is being prepared in place of the destroyed tape.
- 11. Official Applicant Folders - We do not destroy.
- 11e. Resume Files - No accurate figures are available but I estimate that we destroy about 200 of these and info files a month or 4800 a year.
- 14e. - Combines with 11e above.
- 13. - No reference material destroyed in 1973.



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CORRESPONDENCE AND APPLICANT RECORDS BRANCH/SPD/OP

8. CHRONO FILE

Chrono file of correspondence of a routine nature of individuals applying for Agency employment such as notifications of processing, requests for additional information, notice of rejection, etc. Used to control where official applicant file is sent (duplicate maintained in official applicant file). Filed alphabetical.

5.5 TEMPORARY. Retain twelve-month level. Destroy oldest month after filing current month.

9. CARD CONTROL FILE

3x5 cards maintained on all individuals who have applied for Agency employment. Card is used for control purposes and charge-outs during active processing and denotes pertinent information such as any security disapproval, special interest, and other information of importance regarding the applicant, including date file sent to ISD if applicable or job and box number if file forwarded to Records Center. Also in this file are cards maintained on individuals whose applications for Agency employment would be of interest to the CIA Watch Officer.

7.5 TEMPORARY. On those files forwarded to ISD cards will be held two years and destroyed. All other cards except for those categories listed below will be destroyed when job is destroyed at Records Center:

- a. Special Interest
- b. Security/Medical reject
- c. Panel case
- d. Watch Officer interest

10. DURA MACHINE TAPES

Flexowriter tapes used in preparing routine letters. Arranged numerically by code assigned to each letter.

1.0 TEMPORARY. Destroy when superseded or obsolete

11. OFFICIAL APPLICANT FOLDERS

Official applicant folders on all individuals who have applied for Agency employment. Folder includes various items of information such as correspondence and resumes, application for employment, report of interview, PHS, and request for security clearance. Categories are as follows:

120.0 TEMPORARY. Material in official applicant file becomes part of the official personnel folder should individual enter on duty. Cancelled applicant files will be retained as outlined below. (GRS 1, #15)

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DEPOSIT ON INSTRUCTIONS

➤ a. Files on all applicants on whom Security has been initiated except Special Interest cases. These include not only routine applicants but security disapprovals.

b. Files on limited "Special Interest" applicants on whom Security has been initiated.

c. Applicants who apply for Agency employment who are of "Extra Special Interest" and require special handling because of the source of application.

↘ d. Files on all applicants on whom Security has not been initiated. These include not only routine applicants but those of limited "Special Interest."

e. Resume files on individuals to whom forms have been sent and acknowledgments have not been received. Held by month and alpha.

12. MACHINE LISTINGS

These periodic listings contain name and pertinent information on all retired application files on whom Security has not been initiated and the file has been forwarded for ISD disposition.

TEMPORARY. Files that have been inactive for at least six months will be retired to Agency Records Center and held for an additional eighteen months. At the end of this time, files will be destroyed. Should file be recalled because of recontact it will be done so on a permanent basis.

TEMPORARY. Files that have been inactive for at least six months will be retained in immediate work area for an additional thirty months. At the end of this time, files will be destroyed.

TEMPORARY. Retain in immediate work area. When file has been inactive for three years, it will be reviewed by division representative for possible destruction. If it is deemed necessary to retain for a longer period, it will be done so in immediate work area until such time as it is no longer needed; then it will be destroyed.

↘ TEMPORARY. File will be forwarded to ISD (for transmittal to Records Center) two months after becoming inactive.

TEMPORARY. If after three months no acknowledgment is received, file is transferred to "d" above, if there is sufficient information to identify the individual, or destroyed if no such information.

4.0 TEMPORARY. Destroy upon receipt of current listing. Issued semi-annually.

13.	REFERENCE MATERIAL Copies of selected correspondence maintained for possible future use as guides. Included are such items as sample cover letters used under unique circumstances as well as samples of routine correspondence. Copy of these guides is maintained by each person responsible for correspondence preparation.	2.0	TEMPORARY. Destroy when revised or no longer needed for reference purposes.
14.	INFORMATION FILE Alphabetical file on individuals requesting employment information on the Agency for school projects and other reasons.	3.0	TEMPORARY. Destroy when three months old.